



COMMERCIAL PERMIT CHECKLIST

This checklist addresses information required for most projects but may not address all the information required to determine code compliance. Initial plan review could raise issues requiring revised plans which are subject to supplemental information charges.

| | |
|-----------|------------|
| | Plans_____ |
| # of sets | Calcs_____ |
| | Specs_____ |

| | | |
|-------------------------------------|--|-----------------|
| Intake Initials _____ Date _____ | Map & Tax Lot: _____ and/or Address: _____ | Permit #: _____ |
|-------------------------------------|--|-----------------|

| | | |
|--------------------------------------|---------------------------------|---|
| N/A NEED OK <input type="checkbox"/> | PLAN REVIEW REQUIREMENTS | Bethel School District Yes <input type="checkbox"/> No <input type="checkbox"/> |
|--------------------------------------|---------------------------------|---|

| | | | |
|---|------------------------|---------------------------------------|--|
| N/A NEED OK <input type="checkbox"/> | LAND USE/ZONING | OK for intake: LUA: _____ Date: _____ | Route to LUA: Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Zoning: _____ Permitted use: Yes <input type="checkbox"/> No <input type="checkbox"/> Land Use application: File # _____ Status _____ UT: Yes <input type="checkbox"/> No <input type="checkbox"/> Annexation needed: Yes <input type="checkbox"/> No <input type="checkbox"/> Willamette Greenway: Yes <input type="checkbox"/> No <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Utilities for new construction (9.6775): Yes <input type="checkbox"/> No <input type="checkbox"/> Overhead <input type="checkbox"/> Underground <input type="checkbox"/> None <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Trees: Lot > 20,000 sq. ft. Yes <input type="checkbox"/> No <input type="checkbox"/> 20,000 or over <input type="checkbox"/> Show all trees, public & private <input type="checkbox"/> Designate trees to be removed: None <input type="checkbox"/> Private Property <input type="checkbox"/> Public Property <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> EWEB - Possible conflict w/overhead? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, give EWEB cards to applicant Notes: _____ | | | |

| | |
|---|-------------------------------|
| N/A NEED OK <input type="checkbox"/> | SITE PLAN REQUIREMENTS |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> *SITE PLAN MUST SHOW ENTIRE LOT AND INCLUDE ANY ADJACENT RIGHT-OF-WAY <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Site plan on a minimum size 11" x 17" paper with a minimum of 2" clean border around all property lines <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> North arrow <input type="checkbox"/> Scale of drawings <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Adjacent streets & alleys (label private & public) <input type="checkbox"/> Rights-of-Way widths <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Property lines with dimensions <input type="checkbox"/> Easements <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Grading: Slopes Existing <input type="checkbox"/> Proposed <input type="checkbox"/> Fills <input type="checkbox"/> Excavations <input type="checkbox"/> Drainage surface direction <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Structures with dimensions and setbacks: Existing <input type="checkbox"/> Proposed <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Retaining wall, proposed location(s) – must be drawn and labeled on site plan <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Curb cuts/property access: Existing <input type="checkbox"/> Proposed <input type="checkbox"/> Widening <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Sidewalks: Existing <input type="checkbox"/> Curbside <input type="checkbox"/> Setback <input type="checkbox"/> Proposed <input type="checkbox"/> None proposed <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Other construction in right-of-way such as retaining walls, elevated walks, or drives: Yes <input type="checkbox"/> No <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> New connections to public (any work in the R O W): Wastewater <input type="checkbox"/> Stormwater <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Label public & private lines Point of connection to public system <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Piping sizes for private lines: Wastewater <input type="checkbox"/> Stormwater <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Stormwater drainage destination: Weep hole(s) in curb: <input type="checkbox"/> New <input type="checkbox"/> Existing <input type="checkbox"/> Tap existing public storm pipe <input type="checkbox"/> Catch Basin: New <input type="checkbox"/> Existing <input type="checkbox"/> Drainage ditch (location) <input type="checkbox"/> Private on-site system _____ PWE initials _____ UT? _____ Location: Shown on plans <input type="checkbox"/> To follow <input type="checkbox"/> Required info: Submitted <input type="checkbox"/> To follow <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Septic tank and drainfield location Notes: _____ | |

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| No | Yes | <input type="checkbox"/> EROSION REQUIREMENTS |
|---|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | In sensitive area AND one the following: 500 sq. ft. <input type="checkbox"/> or 20 cu yards disturbance <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | OR Disturbing one acre or more regardless of sensitive area |
| <input type="checkbox"/> | <input type="checkbox"/> | CSMP app to customer: Yes <input type="checkbox"/> EP #: _____ |
| Comments: | | |
| N/A | NEED OK | <input type="checkbox"/> FIRE PREVENTION |
| <input type="checkbox"/> | <input type="checkbox"/> | Fire truck site access, max 150' to exterior walls <input type="checkbox"/> Dead end fire lanes max 100' in length <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | Fire hydrant locations and distances to property <input type="checkbox"/> |
| <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px; margin-right: 5px;">No</div> <div style="border: 1px solid black; padding: 2px; margin-right: 5px;">Yes</div> </div> | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Fire suppressions systems: Fire Sprinklers <input type="checkbox"/> Fire alarms <input type="checkbox"/> Hood suppression <input type="checkbox"/> Unknown <input type="checkbox"/> (existing or proposed) (separate shop drawings will be required) |
| <input type="checkbox"/> | <input type="checkbox"/> | Storing, mixing, or generating of chemicals on site, HMIS, yes <input type="checkbox"/> need <input type="checkbox"/> MSDS: yes <input type="checkbox"/> need <input type="checkbox"/> |
| Comments: | | |
| N/A | NEED OK | <input type="checkbox"/> PLUMBING & ELECTRICAL |
| <input type="checkbox"/> | <input type="checkbox"/> | Plumbing: Review not required: <input type="checkbox"/> Fixture layout or # of fixtures <input type="checkbox"/> Fixture schedule <input type="checkbox"/> # of abandoned fixtures <input type="checkbox"/> interior plumbing elevations <input type="checkbox"/> |
| | | Review required: <input type="checkbox"/> Piping materials <input type="checkbox"/> Water piping isometric <input type="checkbox"/> Waste & vent piping isometric <input type="checkbox"/> Backflow devices <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Plumbing review is not required, but has been requested with the applicable plan fees to be applied. |
| <input type="checkbox"/> | <input type="checkbox"/> | Name: _____ Signature: _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Electric: Review not required: <input type="checkbox"/> # circuits _____ # panels/feeders _____ Other: _____ |
| | | Review required: <input type="checkbox"/> Fixture schedule <input type="checkbox"/> Fixture layout <input type="checkbox"/> Riser diagram w/panel locations & schedules <input type="checkbox"/> Load Calculations <input type="checkbox"/> Supervising electricians signature or electric engineer's stamp <input type="checkbox"/> |
| Comments: | | |
| N/A | NEED OK | <input type="checkbox"/> STRUCTURAL |
| <input type="checkbox"/> | <input type="checkbox"/> | Code Summary (completed worksheet or incorporated into plans) |
| <input type="checkbox"/> | <input type="checkbox"/> | Licensed designer stamp if structure is over 4000 s.f. (footprint) or more than 20' in height |
| <input type="checkbox"/> | <input type="checkbox"/> | Exterior elevations <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | Floor plans <input type="checkbox"/> Fire extinguisher location & type <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | Location & schedule: Windows <input type="checkbox"/> Doors <input type="checkbox"/> Hardware schedule <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | Framing: floor(s) <input type="checkbox"/> roof <input type="checkbox"/> wall construction types <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | Fire resistive construction: Location/type <input type="checkbox"/> Listed assembly info <input type="checkbox"/> Penetration info <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | Foundation plan |
| <input type="checkbox"/> | <input type="checkbox"/> | Structural details: <input type="checkbox"/> Cross sections: Framing <input type="checkbox"/> Stairways/ramps <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | Structural calc's: Vertical (gravity) loads <input type="checkbox"/> Lateral (wind or shear) loads <input type="checkbox"/> Soils report <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | Detailing from analysis or calculations referenced in plans. |
| <input type="checkbox"/> | <input type="checkbox"/> | Mechanical: Duct layout <input type="checkbox"/> Equipment Schedule <input type="checkbox"/> Equipment anchorage > 400 lbs <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | State energy compliance forms; Exterior envelope <input type="checkbox"/> Lighting budget <input type="checkbox"/> |
| Comments: | | |

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